

Filing Instructions / Checklist for Engineers:

General:

- To ensure that your application is complete for Board action, it is **your** responsibility to contact the Board office to check on the status of your information, either by phone, mail or email.
- The application **must** be completed online and printed, or may be typewritten. All hand written applications will be returned.
- Payment for fees should be made payable to the *WY Board of Reg. for PE/LS*.
All application fees are nonrefundable.

References:

- References are required for both exam and comity applicants who do not have a Record Book with NCEES.
- To complete reference forms, the top portion needs to be filled out by the applicant and mailed to the reference. The contact history (job title and description) needs to be that of the applicant while working under the reference, and the description of employment should be identical to that defined in Section D of the application; additional pages may be attached if needed.
- When completing reference forms, at least two (2) of the three (3) required, must be registered/licensed in engineering.
- References should correspond with the supervisors listed under item D of the application.
- Reference forms need to be forwarded to those individuals who can verify your most recent ten (10) years of engineering experience. The references must send the completed forms directly to the Board.
- **Completed reference forms sent to this office by the applicant will not be accepted.**

Verifications:

- Verifications are required for both exam and comity applicants who do not have a Record Book with NCEES.
- It is the responsibility of all applicants to contact the State Board from which they were originally licensed and request a verification of licensure to be sent directly to the Wyoming Board. Forms are provided online.

Transcripts:

- Transcripts are required for both exam and comity applicants who do not have a Record Book with NCEES.
- Official transcripts for all education credit claimed must be sent *directly from the college registrar's office*.
- Student copies will **not** be accepted.

NCEES Record Book Holders:

- Evidence of Lawful Presence form should be sent with the application to prevent delays.

Evidence of Lawful Presence:

- **All applicants**, including those applying with a NCEES Record Book, must provide proof of lawful presence as required by Federal law (8USCA §1621(c) (1) (A). Failure to provide this information will delay processing of your application for Board review and registration process.

Board Meetings/Deadlines:

- Applications filed after the deadline date will be processed for the following Board meeting.
- All deadlines for review fall 2 weeks prior to Board Meetings.
- If at the end of six (6) months from the date of filing an application, the application is not complete, it will be cancelled by the Board for lack of interest.

Checklist:

Engineer in Training:

- Ü Application
- Ü Evidence of Lawful Presence
- Ü Transcripts

Professional Engineer by Exam:

- Ü Application
- Ü Evidence of Lawful Presence
- Ü Transcripts
- Ü 3 References (2 of which are Professional Engineers)
- Ü Verification for FE

Professional Engineers by Comity:

- Ü Application
- Ü Evidence of Lawful Presence
- Ü Transcripts
- Ü 3 References (2 of which are Professional Engineers)
- Ü Verification of FE and PE

Professional Engineers by Comity with NCEES Record Book Established:

- Ü Application
- Ü Evidence of Lawful Presence

**If paying by Visa, MasterCard, or Discover please fill out below.**☐ Card Number: _____☐ Card Number: _____☐ Card Number: _____

Signature Code/CV2 Number (located on back of card): _____

Expiration Date of Card: _____

SHOW AMOUNT HERE: _____

If you are paying by Check, please make payable to: WY Bd of Reg for PE/PLS**PAYMENT AMOUNTS:**

- **Applications- Professional-Comity & Exams:** **\$100.00**
- **Applications- Corporate/Firm:** **\$75.00**
- **Applications- Fundamental- Engineering and Surveying** **\$50.00**
- **Renewals- Active, first time, renewal based on exemption:** **\$90.00**
- **Renewals- Retired:** **\$25.00**
- **Renewals- Inactive:** **\$90.00**
- **Renewals- Corporate:** **\$90.00**
- For renewals with **late fees** please refer to the fee schedule located on the website under "renewal info." <http://engineersandsurveyors.wy.gov>

NONREFUNDABLE
COMITY FEE: \$100

COMITY APPLICATION FOR PROFESSIONAL ENGINEERS

NCEES RECORD BOOK HOLDERS ONLY

Print Name: _____ Date of Application _____

Home Address _____

SS # _____

City _____

State _____

Zip _____

DOB _____

Present Employer _____

Birthplace _____

Business Address _____

Citizenship _____

Home Phone _____

City _____

State _____

Zip _____

Business Phone _____

Address for correspondence _____

Home ☐

Business ☐

E-mail Address _____

A. EDUCATION

Name & Address of Institution	Dates of Attendance	Curriculum	Degree/Date

B. LICENSURE

Anything that does not apply, please leave blank.

First License: _____ Jurisdiction: _____ NCEES Exam ☐Y ☐N Date: _____ Written Exam: ☐ and/or Oral Exam: ☐

Fundamentals (FE) Exam: _____ Jurisdiction: _____ NCEES Exam ☐Y ☐N Date: _____ No. Hours _____ Lic. No. _____

Principles & Practice (PE) Exam: _____ Jurisdiction: _____ NCEES Exam ☐Y ☐N Date: _____ No. Hours _____ Lic. No. _____

Are you currently licensed in your original jurisdiction of licensure? Yes ☐ No ☐ Jurisdiction: _____ Lic. No. _____

Indicate the branch of Engineering you were examined in: _____

List any additional license below

Jurisdiction	Date	License No.	Expiration

List any additional examinations below

Jurisdiction	Date	Examination

Date of Registration _____